

April 10, 2019

VACANCY ANNOUNCEMENT  
PROMOTION/TRANSFER

VACANCY: Library Technical Assistant  
Full Time (40 hours) - Weekends and Evenings

SALARY: 31F \$21.45 to \$30.90 (hired before 7/1/2003)  
\$21.45 to \$29.13 (hired after 7/1/2003)

NATURE OF WORK: Please Read Attached Job Description

QUALIFICATIONS: Graduation from high school or equivalent, plus two years of progressively responsible library services experience or equivalent clerical experience involving public contact and information retrieval.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department, City Hall, Room #235.

LAST DATE TO APPLY: Thursday, April 18, 2019.

## **Library Technical Assistant**

### **General Description**

This is sub professional library work, chiefly distinguished by the fact that an employee in this class will normally be expected to acquire proficiency in only one of the several specialized areas of library work.

Work is largely concerned with the higher routine and simpler technical process of library operation. Employees in this class will normally work under relatively close supervision of a professional librarian, but will have some latitude for the exercise of independent judgment and initiative, and may be responsible in turn for supervising non professional staff members.

### **Supervision Received**

Works under the general supervision of a library department supervisor.

### **Examples of Duties**

Orders and receives library materials and maintains files which reflect status and special requirements of materials ordered.

Catalogs, processes and inputs bibliographic records of print and non-print materials.

Assists patrons in using library services. Locates materials using computer, card catalog, other libraries and files.

Recommends acquisition of new books based on knowledge of patron needs.

Presents library programs such as story hours for children.

Operates an inter-library loan program. Participates in organizations and networks to gain access to materials.

Performs various administrative duties including collecting and compiling statistics on library activity and preparing reports.

Performs related work as required.

### **Knowledge, Skills and Abilities**

Good knowledge of library operations and procedures

Good knowledge of the Dewey decimal classification system

## Library Technical Assistant (continued)

### Knowledge, Skills and Abilities

Good knowledge of general office procedures and the operation of standard office machines

Some knowledge of computer data input

Considerable ability to learn the operations of the assigned department

Considerable ability to establish and maintain effective working relationships with co-workers, customers and the general public

Good ability in oral and written communications

Good ability to perform administrative procedures

### Qualifications

A high school diploma or the equivalent, plus two years of progressively responsible library services experience or equivalent clerical experience involving public contact and information retrieval.

### Special Requirements

None